

# CO-OPERATIVE FEDERATION OF VICTORIA LTD

## MINUTES OF BOARD MEETING

held at Victorian Producers' Co-operative Co., Brooklyn, on

THURSDAY 18 APRIL 1996

---

**13/96 PRESENT:**

J. Gill Chairman  
K. Chester  
D. Griffiths  
V. Hughes  
D. McMullan  
V. Ogier  
A. Gill Secretary

**14/96 APOLOGIES:**

J. Evans, B. Harford, I Risstrom

***Resolved***

*"That the apologies be accepted."*

**15/96 MINUTES PREVIOUS MEETING:**

The secretary advised that Ken Chester was not recorded as being present in the minutes of the last meeting when, in his recollection, he was present.

***Resolved***

*"The minutes of the Board meeting as amended held on 15 February, 1996 be confirmed as a true and correct record of that meeting and be duly signed by the Chairman."*

**16/96 BUSINESS ARISING FROM MINUTES:**

**Casual Vacancy**

The secretary reported that he has made approaches to members seeking nominations for the vacancy and that the Community Enterprise Network Co-operative will consider nominating their delegate at their next committee meeting.

The secretary also reported that Jean Evans has foreshadowed her resignation from the Board, and she has offered to find her replacement. Further, Ian Risstrom has indicated his intention not to renominate as a director when his term expires this year, and has talked with Graeme Andrews of the South Gippsland AB Co-operative about replacing him. The Board agreed to the Secretary's recommendation for Mr Andrews to be invited to the next Board meeting as an observer.

**Co-operative Opportunities Project**

Vern Hughes reported that the first two discussion papers are finished and being arranged for printing. Directors discussed the presentation of the papers and asked the secretary to include the Federation's logo on the cover sheets of the discussion papers.

**Strategy working party**

The secretary reported that the working party has met and will be presenting recommendations to the next Board meeting.

**Community co-operatives seminar**

The secretary reported that computer problems forced the rescheduling of the seminar to 24 April. He further reported that the number of registrations at the date of the meeting were below expectations.

***Resolved***

*"That the seminar be cancelled if the loss to the Federation of holding the seminar exceeds \$400."*

**MAV Co-op Purchasing Scheme**

The chairman reported that he had telephoned a number of directors of the Co-operative and conveyed the Board's views. Valerie Ogier gave a report of a special general meeting of the Co-operative. The secretary tabled the minutes of the general meeting. Mrs Ogier thanked the directors for their support.

**17/96 CORRESPONDENCE:**

Incoming and outgoing correspondence was tabled.

***Resolved***

*"That incoming and outgoing correspondence be approved."*

**18/96 MEMBERSHIP:**

**Applicants for membership**

The Secretary advised that two applications for membership have been received since the last Board meeting.

***Resolved***

*"That the following co-operatives be approved for membership of the Federation and the accompanying shares allotted.*

<b><i>Name of applicant</i></b>	<b><i>Shares to be allotted</i></b>
<i>Down To Earth (Victoria) Co-operative Society Ltd</i>	<i>461 to 465</i>
<i>Rupnorth Co-operative Ltd</i>	<i>466 to 470."</i>

**Member delegates**

***Resolved***

*"That Mr. Michael Smith be accepted as delegate representing the Down To Earth (Victoria) Co-operative Society Ltd."*

## 19/96 FINANCIAL REPORT:

Profit and loss statement etc

The year to date, March profit & loss statement & balance sheet, bank balance at 31 March, 1996 and term deposit details were received.

***Resolved***

*"That the financial accounts be adopted."*

Bank balance

The secretary reported that \$2,196.16 was held in the cheque account at the Commonwealth Bank as at 31 March. The secretary advised that further funds are required to meet expenses to the next Board meeting and recommended the withdrawal of the \$5,041.65 held in a term deposit at the Commonwealth Bank.

***Resolved***

*"That the funds held in Commonwealth Bank term deposit 3674 5001 7038 be withdrawn at maturity."*

Accounts payable

The secretary tabled a list of accounts for February/March for payment.

***Resolved***

*"That the accounts as appended be approved for payment."*

Term deposits

The secretary advised that after seeking the approval of the Chairman, he rolled over IOOF term deposit 209747 and Commonwealth Bank term deposit 3674 5001 7038 for further terms of 45 days and one month respectively.

***Resolved***

*"The Board endorses the secretary's action of rolling over IOOF and CBA term deposits."*

Photocopier proposal

The secretary tabled a revised proposal for a suitable photocopier, and recommended that the Federation lease a Canon NP 6016 for 48 months at \$200 per month (residue \$720).

***Resolved***

*"That the secretary's recommendation be adopted."*

Facsimile proposal

The secretary advised that a proposal for the purchase of a fax machine for the secretary's use was approved by the Board on 8 June, 1994 (58/96) but had not been purchased.

**Facsimile proposal (cont)**

The secretary resubmitted a proposal to purchase a Brother fax machine at a purchase price of \$1,195.

***Resolved***

*"That the secretary's recommendation be adopted."*

**Income producing services**

The secretary reported good sales of the Parnell book, *Reinventing the Co-operative*, and received further commissions on insurances. No income was received from the telephone savings scheme.

**20/96 STATE GOVERNMENT REPORT:**

**Co-operatives legislation**

The secretary reported that the Office of Fair Trading has seconded Ms Britt Maxwell from the legal firm Corrs Chambers Westgarth for 6 months to develop the new co-operatives act. Ms Maxwell has advised that the Office intends to begin consultation on a draft bill in June, and expects the Federation to play a leading role in the consultation process.

The secretary advised that as he received the above advice just before the board meeting, he did not get the chance to develop a consultation proposal with Ms Maxwell.

***Resolved***

*"That the secretary first establish what the Office of Fair Trading expects of the Federation in the consultation process, and that a draft program on the consultation be circulated to directors for comment, with the chairman having the final approval of the program."*

**21/96 SECRETARY'S REPORT:**

**Tasks performed February/March**

A report on tasks performed by the secretary during February and March was tabled.

**Co-operative curriculum in schools**

The secretary reported that after receiving course information from a variety of educational institutions, he found that co-operatives were mentioned briefly in university courses (except Monash) and agricultural colleges. There was little or no mention of co-operatives in secondary colleges and TAFE. The secretary further reported that Tim Dyce has offered to assist, for no fee, in the preparation a detailed proposal for improving the knowledge of the co-operative model in schools for the next board meeting.

***Resolved***

*"That the secretary with the assistance of Tim Dyce, prepare a proposal as outlined above for consideration at the next Board meeting."*

### **Co-operatives Council of Australia**

The secretary gave a report of the Council meeting held on 28 February. The minutes of the meeting will be circulated to directors when available. At the meeting, the secretary offered to put forward a proposal to this Board meeting for the Federation to prepare a proposal to improve the image of Australian co-operatives.

#### ***Resolved***

*"For the secretary to proceed with developing a proposal for promoting the image of co-operatives in accordance with the Council's resolution, and that the proposal be put forward to the next Board meeting."*

### **22/96 GENERAL BUSINESS:**

#### **Parnell seminar**

The chairman informed the Board that, upon receiving knowledge of Edgar Parnell's availability to visit Melbourne on 20 April, he agreed for the Federation to jointly sponsor a Clinic for agricultural co-operatives with the Asia Pacific Co-operative Training Centre.

#### ***Resolved***

*"The Board endorses the chairman's actions, and agrees for the Federation to co-sponsor the Clinic with the Asia Pacific Co-operative Training Centre, and to share equally with the Centre any loss/profits arising from the Clinic."*

#### **Electric Co-operatives Project**

The secretary advised that Co-operative Energy Ltd has sought the remaining money from the Reichstein Foundation held in trust by the Federation. The secretary tabled a letter from the Foundation approving the transfer of the funds to the Co-operative.

#### ***Resolved***

*"That the payment of \$1,536.75 to Co-operative Energy Ltd, and for the secretary to close the Electric Co-operatives Project Trust Account."*

#### **National Co-op Update**

The secretary reported that two editions of the Update have been produced to date and that the publisher is intending to introduce a subscription for future editions. The secretary suggested that Federation could offer an additional benefit to members by either directly subsidising members or arranging for a reduced subscription for bulk orders.

#### ***Resolved***

*"That the secretary negotiate a reduced subscription rate for bulk orders for members with the publishers of the National Co-op Update, and for a proposal to be presented to the next Board meeting on implementing the benefit to members."*

**23/96 NEXT MEETING:**

*Resolved*

*"That the next ordinary Board meeting be held at VPC Wool Store, Brooklyn on Thursday 20 June, 1996 commencing at 10.30 am."*

**24/96 CLOSE:**

The meeting closed at 12.30 pm.

Signed .....  Date: *20.1.96* / 1996  
(Chairman)

# CO-OPERATIVE FEDERATION OF VICTORIA LTD

BOARD MEETING - 18 APRIL, 1996

## APPENDIX

### ACCOUNTS APPROVED FOR FEBRUARY - MARCH 1996

The following accounts were approved at the Board meeting of 18 April:

<u>PAYEE</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
<b><u>February 1996</u></b>		
Anthony Gill	Corp Services, February '96	1520.00
Anthony Gill	Fee - legislation	720.00
Australian Tax Office	1994/95 tax (amended)	901.23
Daylesford Newsagent	Stationary	24.85
Daylesford Video	Fax	107.95
	Photocopy	86.80
Kwik Kopy Printing	Printing - book flyer	150.00
Petty Cash	Postage	99.45
Prowse Perrin Twomey	Preparation income tax return	1105.00
Wickett Insurance	Fidelity insurance	120.00
	<b>TOTAL</b>	<b>\$4,835.28</b>
<b><u>March 1996</u></b>		
Anthony Gill	Corp Services, March '96	1520.00
AVS Catering	Venue community seminar	450.00
Co-operative Energy	Internet material	116.15
Daylesford Newsagent	Stationery	96.05
Daylesford Video	Fax	27.50
	Photocopy	820.60
Petty Cash	Postage	78.30
	Fax	11.00
Petty Cash	Postage	98.85
	Stationery	0.85
Optus	Telephone 1/3/96 to 9/3/96	37.70
Plunkett Foundation	Book purchases	204.71
	Fee for bank draft	10.00
Plunkett Foundation	Book purchases	324.32
	Fee for bank draft	10.00
Plunkett Foundation	Book purchases	175.76
	Fee for bank draft	10.00
Prowse Perrin Twomey	Redraft income tax return	525.00
Telstra	Telephone 9/1/96 to 20/2/96	238.50
Telstra	Telephone 20/2/96 to 5/3/96	106.10
	<b>TOTAL</b>	<b>\$4,861.39</b>